

## TOPMIS OVERVIEW

Click on “Tools” and then options- about every “90” days system queue you to your profile to update.

Click HELP and TESS Search data dictionary can save as cheat sheet  
“Type PGRAD and HIT more show meaning

Click HELP and ABOUT has the POC for system

Hit “flower” Alpha Roster” enters “BROWN look for name based info at the bottom of screen

Highlight all or some of the names by using the shift key hit the grenade to export to alpha roster.

If I want to see additional info click the flower

If you want to go back click on ‘window” and select ORB or Alpha Roster

Go to “file” click import SSN list recommend they do not use that

Go to Edit “Paste SSN List” (just show)

View “Zoom” you can change (**the magnifying glass click on it**)

ORB you have the option of “Regular or Board you can’t print mult ORB with photo on them

Click Req and Assign pull up RFO goi over how to pull this info keep 3-4 years. Go over “dots” about RFO ie Normal Amendment if greyed out no orders. Right click on top of the word “normal” **to see old orders make sure they follow ‘blue to close” screen.**

The active systems is updated nightly on active database

Click ORD put in name look at 01 once you hit save the floppy disk changes colors  
Click 02 oversea tour hit tess search and show how this works when doing code change to value

When you hover over the data element the info/title is at the bottom

Click 4a and have soldiers to change address click on ORB to see if it changed

## **QUERY**

Click Query System and Asset II used 95% “available” element “selected” the element that will be in your report “Sort” Go over “review First 100 rows”

Find data element with 3 element you can hit enter or drag

Explain orders, EMILPO or current

Too take back a field double click or drag back

ARPM AO-INSTALLATION

ARQODA-COMMAND CODE

Explain Decode Box

Click “view” if you take off the check for Search Typehead Short name

Right click the condition box ie and hit filter ie

RECSTRA equal G and

ARPM AO equal SJ

To show “codes” to import hit change

If you want ORB for all highlight blue screen to select go to ORB but just do the first 20 for practice

## **EXPORT**

Click flower Utility

Export Data Window to clipboard, click ok minimize TOPMIS open EXCEL

Click column in A2 and right click. It may mess up your SSN show how to do the SSN by formatting.

## **LABEL**

Click flower and Utility

Go to Generate Label Go back to excel and copy all by hitting blue box

Copy SSN go back to the query and change ‘operator box’ to “IN” right click and paste SSN and run

## **SAVE QUERY**

Click file “Save as” name query, change to public if you want to share columns change to “Short and Long Name don’t change.

Open up public queries by clicking on yellow folder above.

## **PERFORM COUNT**

When you have the question how many”

Click view and perform count

Example do PGRAD, ARPMAO current select field group(bottom) by RECSTRA AND ARPMAO go back and add :

Sex run query

REDCAT run query

GO BACK TO VIEW AND TURN PERFORM COUNT OFF

When filtering for medals change operator to exist with and if you are looking for

Export to spreadsheet you want both window click view “Combined View”

Do the “exist without” hit view and combined view and run. Now add APPMAO-current and hit run

## **STRENGTH REPORT**

Go over type of reports

Branch reports are hardly ever used (used by HRC)

PGRAD (boots on the ground) by perm grade

Detailed by CONGR (control grade is what we will be using)

Example

ARPMAO-Installation

Type DML 1CD ARPMAO “TH” sort by Congr. Grop selection ACC(does not include JAG officers) hit run. Go to ORB if you want to print.

